

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS POSITION IS OPEN TO CURRENT STATE EMPLOYEES ONLY

PROGRAM SPECIALIST

Role Title: Program Administration Specialist II

Position # 00830

Pay Band 5 Level I - Hiring Range: \$42,614 - \$70,000 per year

Closing Date: February 16, 2017

Unique opportunity to join the Program Integrity Division/External Provider Audit & Policy Unit (EPAP). The Program Specialist is responsible for ensuring the effectiveness, efficiency, quality and consistency of program processes within the Program Integrity Division. This position coordinates and oversees program evaluations, assists with standardization of operations and is part of the Division's quality assurance and improvement initiatives. Qualified candidates must have comprehensive knowledge of and experience in the development, operation and evaluation of program processes to include experience with updating manuals, tracking regulatory changes and updating tools to reflect revisions or changes. Requires demonstrated ability to provide reliable technical and program assistance, and to conduct research or studies independently. Must have ability to organize and prioritize work assignments. Requires proven ability to communicate effectively, prepare comprehensive reports, and develop/conduct training. Proven experience in research methodologies/statistical reporting techniques to support decisions. Requires proficiency using the PC with spreadsheets, database analysis, and word processing software. Experience with Medicaid or Medicare is a plus. Bachelor's and advanced degree in health or public administration, public policy or related field preferred; experience in a local department of social services may substitute.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA